

# Recreation Program Supervisor (Part-Time)



CITY OF  
**EAU  
CLAIRE**

Independent.  
Creative. Organized.

Do you have these qualities? Then we need you to apply! We are currently accepting applications to fill two Recreation Program Supervisor (Part-Time) positions in the Recreation Division of the Community Services Department. These positions are responsible for coordinating seasonal recreation programs which includes: handling personnel functions for all part-time temporary staff; developing and managing recreation programs; equipment inventory and control; program promotion; handling complaints and concerns from patrons; and preparing reports.

## WHAT ARE WE LOOKING FOR?

### Required:

- Ability to learn and utilize various software packages
- Thorough knowledge of Microsoft Office Suite
- Possess and maintain a valid Driver's License

### Preferred:

- Bachelor's Degree in Recreation Management, Kinesiology, or related field
- Excellent communication, management, and organizational skills
- Ability to analyze situations and develop effective solutions
- 3 years of experience in recreation programming or event planning
- DPI Certification
- Ability to lead

## WHAT DO YOU GET?

- Wage Range: \$27.51 to 32.04 per hour
- A chance to serve your community
- Work in a fun, creative environment
- Part-time, non-benefit eligible position
- Approximately 32-40 hours/week, including occasional nights and weekends
  - Typically position starts in April, with the majority of hours worked during May, June, July, and August

**APPLY NOW!**

Apply online at [www.eauclairewi.gov/jobs](http://www.eauclairewi.gov/jobs).

Deadline: Open until filled, with the first review of applications February 15, 2021.